

Agenda

Process Standardization Working Group Meeting

Thursday, April 18, 2002, 9:00 a.m. – 4:00 p.m.

LOCATION: GCSECA, 120 North 44th Street, Suite 100, Phoenix, AZ

Topic	Lead	Anticipated Outcome	Att.
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Evelyn Dryer will welcome participants to the full group session of the Process Standardization Working Group meeting ("PSWG"). A sign-in sheet will be circulated. Minutes from the March 21, 2002 meeting will be approved.	
2 Issue 102 & 129 – 867 corresponding with VEE Rules	Shirley Renfro	Shirley will present revised redline 867 showing changes from the March 21, 2002 meeting. *Action Item: Participants will report if their company supports removing Reference 130 from the Header and move it to Reference 30 and add Ref 11 (ESP assigned account number for customer) to the detail section.	
3 Status of PSWG approved documents sent to Utilities Division Director for approval as the state standard.	Evelyn Dreyer	Evelyn Dreyer will update the group on the status of documents sent to the Utilities Division Director.	
4 137 - Do we need to modify the 867 to include two adjustment codes : Adjusted Estimated and Adjusted Actual in the MEA07 field. This will also require an update to the VEE document.	Kimarie Aycok	Kimarie will present to the group suggested language for section 4.3 and the definition of adjusted in the VEE document.	
5 Issue 130 – Need to create a glossary of Direct Access terms.		The group will identify how they will proceed in handling this issue. Action Item: Participants will bring Direct Access glossaries to review.	
6 Issue 106 – Develop a document showing all agreed upon billing business rules.		The group will identify how they will proceed in handling this issue. Action Item: Shirley will bring billing documentation for the group to review.	
7 New Issues		New Issues will be raised.	
8 Set Next Agenda and Future Meeting Times	Evelyn Dryer	The group will set the agenda for the May 16, 2002 meeting.	
9 Meeting Evaluation	Evelyn Dryer	The group will provide feedback.	

10 Adjourn Meeting

Evelyn
Dryer

The meeting will be adjourned.

Any of the above agenda items may be voted on and approved as a standard by the PSWG